

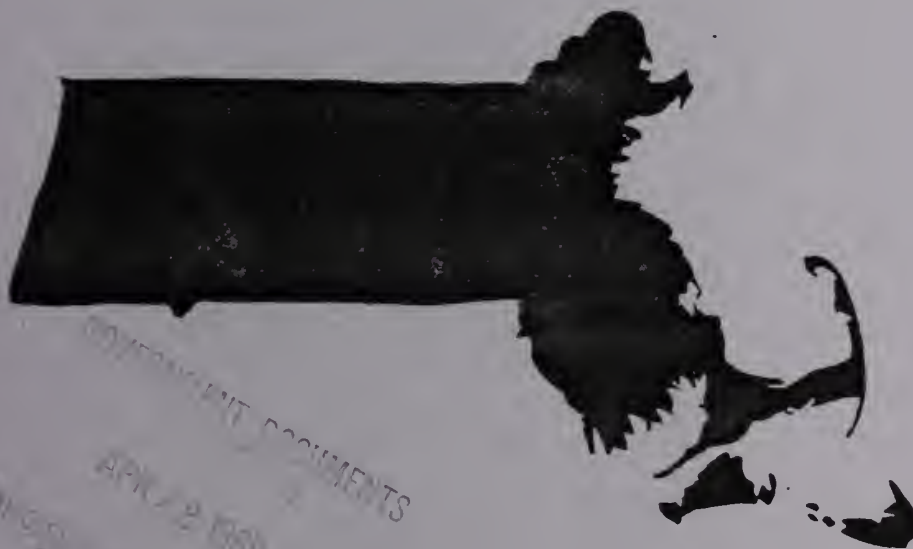
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# MASSACHUSETTS DEPARTMENT OF CORRECTION

## INFORMATION HANDBOOK FOR COUNTY PERSONNEL



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Michael V. Fair  
Commissioner





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*Executive Office of Human Services*  
*Department of Correction*

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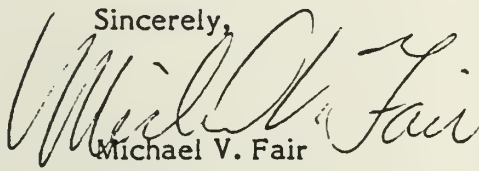
November 1, 1987

Dear Friends:

Over the years we have shared the burdens of overcrowding. There are many ways in which we may assist one another in our mutual mission to protect the public and provide reintegrative services. An open line of communication is probably the most important vehicle we have to identify effective solutions to the issues we encounter on a daily basis.

This handbook will serve to further strengthen the positive relationship that has been established between the county and state correctional systems.

I trust the information in this manual will be a useful document and will assist you in your responsibilities.

Sincerely,  
  
Michael V. Fair  
Commissioner

MVF/cs



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**DEPARTMENT OF CORRECTION  
INFORMATION HANDBOOK  
FOR  
COUNTY PERSONNEL**

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## INTRODUCTION

This handbook is designed as a quick reference guide to essential information that county personnel should have knowledge of while housing state inmates in county facilities.

It is not intended to replace any existing laws, Department of Correction policies, procedures, manuals or CMR's that are in effect.

It should be used as a directory for quick reference information and as a resource to find additional sources of information whether they be in Department of Correction policies, manuals, procedures, CMR's or Massachusetts General Laws. This handbook will also serve to direct county personnel towards appropriate Department of Correction personnel and available training classes when more information may be needed.





## OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs is responsible for responding to all media inquiries concerning state inmates and Department of Correction policy questions. The Director of Public Affairs is the chief spokesperson for the Department and is responsible for developing and maintaining a liaison between the Department and news media.

All such media requests must be approved by the Director of Public Affairs. Representatives of the media can contact the Director at 727-6327. It is suggested that representatives of the media contact the Office of Public Affairs directly so that accurate and consistent information is disseminated.

When processing a request, the Director will, with the concurrence of the Superintendent or Sheriff, consider the legitimate requirements of maintaining security and order within a correctional institution as well as the privacy rights of staff and inmates.

If the request is approved by the Director of Public Affairs, the inmate must also consent to the interview and sign a Media Waiver Form. No interview or photograph may occur without the inmate signing this form. The Superintendent or Sheriff maintains the original of the form and a copy is kept in the inmate's file. Representatives of the media shall be asked to sign a media access form upon entrance to the facility. These forms are attached to 103 CMR 131.00, News Media Relations. Additional information is also available within this policy.

If you have any questions on this information, please feel free to contact the Office of Public Affairs.

### DUTY OFFICER SYSTEM

The Department of Correction maintains a Department Duty Officer system.

During non-working hours the appropriate county personnel shall notify the Department Duty Officer by calling MCI-Concord, (617) 369-3220 or (617) 727-1950, in the event that any of the following events occur regarding a state inmate:

- (A). Escape or escape attempts
- (B). Inmates being returned to higher custody
- (C). Apprehensions of escapees
- (D). Death of inmates
- (E). Medical issues concerning inmates which arise out of other than routine injury or illness (i.e. injuries to inmates due to violence or use of force incidents).
- (F). Any other significant occurrences which the county facility reasonably believes should be reported to the Department Duty Officer.

Non-working hours are defined as weekends, holidays, and weekdays from 5:00 p.m. to 9:00 a.m.



The Department Duty Officer has access to appropriate Department of Correction personnel and acts as the liaison for such in any situation requiring his notification or intervention.

The specific policy reference for this area is 103 DOC 105, Department Duty Officer. This policy should be consulted if more information is needed.

### HEALTH/MEDICAL ISSUES

The Lemuel Shattuck Hospital is the designated medical facility for all outpatient treatment and inpatient admissions, when medically feasible, for all state inmates. The Shattuck Hospital Correctional Unit phone numbers are as follows: 727-2812 Superintendent's Office; 522-8110 Ext. 384 for off duty hours; 522-5373 for outpatient services.

Whenever a state inmate is referred to a hospital or health care provider other than the Lemuel Shattuck Hospital for outpatient services, emergency room services, other consultation services or dental services (see dental section below) the appropriate county staff person shall complete an Outside Hospital Utilization Report (See 103 DOC 604, Outside Hospital Relations Policy). This report should be forwarded to the Department of Correction Health Services Division.

Whenever a state inmate is sent to an outside hospital emergency room, accompanying county staff shall advise hospital personnel that they wish to be notified prior to the hospital's admitting the state inmate, if deemed medically necessary by the attending physician. When notified by the hospital staff that

the state inmate needs to be admitted, accompanying county staff shall obtain the following information: name of the attending physician; telephone number where the physician can be reached; general admission diagnosis. The county staff shall then contact the Health Services Division Central Office during normal business hours or for off duty hours the Health Services Duty Officer at 727-1950.

The county staff shall also inform all non-DOC health care providers as to the proper billing procedures, the address listed above, and that reimbursement will be made on the basis of established welfare rates. All Payment Voucher Input Forms for medical services rendered will be forwarded to the Health Services Division at the above address.

Notifications of next of kin shall be made in accordance with 103 DOC 622, Death Procedures Policy. In the event of any death, serious illness or major surgery, the appropriate county staff person should notify the Department of Correction and the Health Services Division as soon as possible either by the numbers listed or at the on-call number 727-1950.

Dental Services - If there are no on-site dental services at the county facility, the State will only prior authorize the use of a community dentist on an emergency basis and only the immediate emergency will be treated. Any further appointments and treatment plan will be provided in accordance with medicaid



rules and regulations and with prior approval from the Director of Dental Services. It will be the responsibility of County staff to inform the Community Dentist that he/she will perform dental services only at medicaid rates and by medicaid regulations as well as only with prior approval of the Director of Dental Services.

For further information regarding any of the preceding areas or issues, please contact the Deputy Director, DOC Health Services Division at 727-6303. The Health Services Division is located in the Personnel Building, 180 Morton Street, Jamaica Plain, 02130.

### RECORDS PROCEDURES

Within the Department of Correction, there are three institutions to which an inmate may be sentenced and committed:

MCI-Cedar Junction inmates are identified by a "W" number i.e. W-41900.

MCI-Concord inmates are identified by a "C" number i.e. C-41900.

Female inmates, regardless of the institution to which they are sentenced are identified by an "F" number i.e. F-41900.

The Department of Correction inmate's original mittimus, six-position institutional folder and 129 D earned good time card (s) will arrive with him/her and shall transfer with the inmate to any future placement.

When a Department of Correction inmate is received at your institution the mittimus and folder must be inspected for the following:

- (1). CORI A Petitions
- (2). Parole and Discharge Dates

The six-part folder should be maintained in accordance with the Department of Correction Records Procedure Manual. Documents may be copied for House of Correction use, but may not be permanently removed from the folder. The folder must remain intact and documents may only be added to it.

If an inmates's sentence changes in any way while in your institution, the inmates committing institution must be notified. Additional sentences, revised sentences, receipt of jail credits, etc. should be sent to the inmates committing institution for processing. The completed forms and documents will be returned to the House of Correction for recording and filing into the inmate's records.

Upon release via parole, discharge, court order or any means other than escape, the original folder, mittimus, and 129D earned good time card(s) must be returned to the committing institution.

Questions regarding records maintenance may be directed to the Records Supervisor at the inmates committing institution. Additional information is also available in the Department of Correction Records Manual.





## DEPARTMENT OF CORRECTION SECURITY LEVELS

There are (5) different security levels in the Department of Correction. They are as follows:

### High Maximum Security

**Physical Plant:** Segregation Unit such as the Department Segregation Unit at MCI-Cedar Junction at Walpole. Same perimeter as described in maximum security description, however, inmate movement is even more restricted.

**Custody Exercised:** Inmates are subject to direct supervision at all times and do not leave their cells unless they are in restraint equipment.

**Inmate Profiles:** Inmates are placed in high maximum security or segregation if they have demonstrated through disciplinary action that they pose a substantial risk towards the safety of staff and inmates, are extreme escape risks or may pose a substantial risk towards the destruction of state property or a threat to the orderly running of the institution.

D.O.C. Facility:

Departmental Segregation Unit at MCI-Cedar Junction

**Maximum Security:** A security level in which both the design/construction as well as inmate classification reflect the need to provide maximum external and internal control and supervision of inmates primarily through the use of high security perimeters and extensive use of internal physical barriers and check points.

**Custody Exercised:** Inmates are subject to direct supervision by staff at all times and leave the perimeter in full restraints.

**Inmate Profile:** Inmate has demonstrated a need for constant supervision based on one or more of the following: history of assaultive behavior; use and/or introduction of contraband; refusal or inability to abide by the rules and regulations governing movement and interaction in lower security institutions; escape or attempt from a lower level of security.

D.O.C. Facility:

MCI-Cedar Junction at Walpole

**Medium Security:** A security level in which both the design/construction as well as inmate classification reflect the goal of restoring to the inmates some degree of responsibility and control of their own behavior and actions, while still insuring the safety of the staff and other inmates. Design/construction is generally characterized by high security perimeters and limited use of internal physical barriers.

**Custody Exercised:** Inmate movement and interaction within the institution is generally controlled by rules and regulations rather than physical barriers. Behavior in the community and/or presence of serious outstanding legal matters (e.g. felony warrants, parole failures, default history, etc.) indicates the need for some controls and for separation from the community.





**DOC Facilities:**

MCI-Norfolk

North Central Correctional Institution, Gardner

Southeastern Correctional Center, Bridgewater

Old Colony Correctional Center, Bridgewater

MCI-Concord

MCI-Framingham

**Minimum Security:** A security level in which both the design/construction as well as inmate classification reflect the goal of returning to the inmate a greater sense of personal responsibility and autonomy while still providing for supervision and monitoring of behavior and activity. Design/construction is generally characterized by limiting security to exterior building walls.

**Custody Exercised:** Inmate movement and interaction is controlled by rules and regulations only. Supervision is intermittent. Inmates may leave the perimeter under supervision or on furlough.

**Inmate Profile:** Inmate has demonstrated the ability to function appropriately with only minimal external controls on behavior. If serving a lengthy sentence, the inmate has already served a large portion of the sentence in medium and maximum security. The inmate has exhibited a lengthy period of non-violent behavior and has demonstrated the ability to abstain from drugs and or alcohol use. Inmate has not engaged in contraband use or possession and has not escaped in the recent past or behaved in a manner which indicates a threat to the community. Inmate has no major unresolved legal matters.

**DOC Facilities:**

Bay State Correctional Center

Medfield Prison Project

Northeast Correction Center

Southeastern Correction Center, Minimum Unit, Bridgewater

MCI-Lancaster

MCI-Shirley

MCI-Plymouth

MCI-Warwick

**Pre-Release Security:** A security level in which both design/construction as well as inmate classification reflect the goal of restoring to the inmate the maximum of responsibility and control of their own behavior and actions prior to release. Design/construction is generally characterized by providing monitoring abilities to the building exterior walls.

**Custody Exercised:** Inmate movement and interaction is controlled by rules and regulations only. Inmates leave the institution daily for work and/or education in the community. Supervision while on the grounds of the facility is intermittent; while in the community supervision is occasional, although indirect supervision (e.g. contact with employer) may be more frequent.

**Inmate Profile:** Inmate is within (18) months of Parole Eligibility or



release and is not barred by sentence restrictions from participation in release programs. Inmate has demonstrated the ability to work and/or attend education programs independent of frequent staff supervision and has no major unresolved legal matters.

D.O.C. Facilities:

Boston Pre-Release Center  
Park Drive Pre-Release Center, Boston  
Norfolk Pre-Release Center  
South Middlesex Pre-Release Center, Framingham

Minimum Facilities w/pre-release Components:

MCI-Plymouth  
MCI-Warwick  
MCI-Lancaster  
MCI-Shirley

Contract Facilities also providing Pre-Release Services:

Massachusetts Halfway Houses, Inc.  
Hillside House, Roxbury  
Charlotte House, Dorchester (females)  
Meridian House, East Boston, Substance Abuse Treatment  
Spectrum House, Westboro, Substance Abuse Treatment

CLASSIFICATION DECISION MAKING

Classification decisions are made by a classification board comprised of at least three staff members appointed by the Superintendent or Sheriff. In the case where a panel may be considering a pre-release placement (5) board members must be utilized of which (2) must be correction officers.

When considering recommendations for placement at Department of Correction facilities outside of the county facility it is important that the board ensure the inmates eligibility for a particular facility. An example of an eligibility issue might be the statutory exclusion of sex offenders being housed at

either of the Department of Correction's forestry camps, MCI-Plymouth or MCI-Warwick. Another example would be the statutory exclusion of lifers serving their sentence at a house of correction.

Eligibility issues and criteria can be determined by referring to Volume I of the Department of Correction's Classification Manual.

Aside from eligibility issues, the board must also determine if the inmate is suitable for the recommended placement. A suitability issue may be the inmates ability or inability to abide by rules and regulations. As security levels decrease inmate management via rules and regulations increase. Suitability issues are discussed and reviewed in Volume I of the Department of Correction's Classification Manual and should be referred to.

Classification recommendations for transfers or reductions in security level shall be forwarded to the Department of Correction for review and approval.



## ORIENTATION AND INITIAL CLASSIFICATION

MCI-Concord serves as the Reception Center for all male inmates committed to the Department of Correction. MCI Framingham serves as the reception center for female inmates. It is the primary task of these institutions to orient and initially classify new inmates into the system. These two areas are parts of the same process and are best described if listed sequentially as an inmate may experience them after entering the institution.

- 1). Within 24 hours of arrival a QRI (Quick Referral Index) and intake is completed by a Correction Counselor during an interview with the inmate.
- 2). As this is occurring the Commitment Department is reviewing the mittimus, calculating release dates, and taking note of any warrants or habes.
- 3). The QRI and the material noted above is forwarded to the Records Section and a six-part folder is put together. Prints and pictures are included.
- 4). The intake is forwarded to a Supervising Counselor who determines housing within the institution, the intake is then passed on to the individual responsible for overseeing the orientation program for the following week. This automatically triggers referrals and the need for assessments from the educational, vocational, medical, and mental health areas.
- 5). Approximately one week after his/her arrival, the new inmate is called to the orientation program. Individual department heads and staff acquaint the inmate with the internal workings of MCI-Concord and MCI Framingham such as canteen and laundry procedures as well as what they can expect from the Department of Correction after they move on. The CAPA process is explained at that time.
- 6). During that week, the inmate will be tested academically, assessed vocationally, acquainted with available programs, will tour vocational and industries shops, and will be assessed by mental health personnel if a referral has been made.
- 7). These assessments are then forwarded to the Classification Department where they are distributed to case workers and are used as the basis for CAPA programming recommendations.
- 8). During the third and fourth week of the inmates stay, the Data Collection Unit retrieves the inmate's Superior Court Records and obtains the official version of the present offense. Any charges that appear to be outstanding are examined at that time. The inmates current behavior is assessed and efforts are made to determine behavior during prior sentences, if applicable.
- 9). All of this information is put together in a classification report and the inmate is then interviewed prior to the initial classification hearing. A CAPA is negotiated at that time and the inmate is





informed as to how his/her sentence applies to the Standard Movement Chronology.

- 10). When a classification hearing is held , the inmate is allowed input, and he/she is informed of all recommendations including CAPA programming and projected transfer.
- 11). The report is then received by the Superintendent and Commissioner's designee and any inmate appeal is considered at that time.
- 12). Prior to his/her transfer, but subsequent to the Commissioner's final decision, the inmate is provided with a copy of the CAPA and is afforded the opportunity to sign. He/she is not forced to do so.

These in general terms, are the main areas of the initial classification and orientation processes at MCI-Concord and MCI-Framingham. Should you need more detailed information please refer to Volume I of the Department's Classification Manual or contact the Director of Classification at MCI-Concord, or the Classification Department at MCI-Framingham.

### CLASSIFICATION AND PROGRAM AGREEMENTS

Classification and Program Agreements (CAPA) are mechanisms to review an inmates' security level and program need areas. The CAPA will project an inmate to a security level and will include approximate expected dates of arrival to less secure settings.

Additionally, program participation is identified for each inmate and attendance is expected. For example, an inmate could be initially classified for a medium security facility, factors relating to his incarceration included drug addiction. Therefore, he will be identified as a medium security inmate, be given an expected date of arrival to a minimum setting, provided that he attends Narcotics Anonymous or a related program. The security levels to be identified for each inmate should correlate with the Standard Movement Chronology (SMC) which can be found in the Classification Manual. The programming should include all or any combination of the following areas: Education, Vocational, Substance Abuse, Mental Health and Financial.

The CAPA is a voluntary agreement between the facility and inmate. The benefit for the Department of Correction is to better enable the projecting of bed space. The benefit to the inmate is that he or she will know at the onset of incarceration what level of security will be obtained and at what time. Additionally, the inmate will know that program participation is expected to be addressed in each need area the inmate possesses. The Department, in the past,

used a similiar process called a "Classification Contract". This term is no longer used, however, the concept remains the same.

It is important to note that factors beyond the control of the Department of Correction (i.e. limited bedspace at certain pre-release centers) may result in an inmate not being transferred on the scheduled date.





For further information on this area, the Classification Procedures Manual should be consulted and a training class on CAPA is regularly scheduled by the Division of Staff Development.

### PERIODIC CLASSIFICATION REVIEWS

State inmates must be reviewed by a classification board at least every 6 months. The purpose of these reviews is to formally evaluate an inmates' progress and monitor his/her adherence to the CAPA and related recommendations.

Recommendations for transfer, early parole, furlough, general review or reclassification may be considered at these hearings. Additional information regarding these reviews is available in the Classification Manual and in 103 CMR 420, Classification.

These reviews can serve also to address disciplinary or security issues, initiate or terminate CAPA agreements, or to merely update an inmates record as is the case in general reviews.

Relevant classes offered by the Training Academy that pertain to this area are: Classification, Classification and Program Agreements, Board Presentations and Report Writing, and Classification Chairmanship.

### FURLOUGHS

A furlough is the temporary extension of the limits of the place of confinement for a trustworthy inmate at a state or county correctional facility pursuant to M.G.L. c127, s90A.

In order for an inmate to participate in the furlough program, he/she must have the approval of the Commissioner of the Department of Correction or designee.

There are a number of offenses under Massachusetts General Laws that preclude an inmate from participation in the Furlough Program. These are the Bartley Fox Gun Law, certain drug sentencing laws, and Motor Vehicle Homicide under certain statutes.

An inmate that has not served 50 percent of his/her time to parole eligibility or has not attained minimum or pre-release status generally will not be considered for participation in the Furlough Program.

An emergency escorted furlough may be granted to an inmate to visit a critically ill relative or to attend the wake or funeral of a relative.

The word "relative" as defined by state regulations means the inmate's father, mother, child, brother, sister, husband or wife, and if a grandparent, uncle, aunt, or foster parent acted as parent in rearing the committed offender.



The superintendent or sheriff's designee shall decide whether or not to recommend the escorted furlough. The level of security restraints required and the date and time of the furlough is subject to the final decision of the Commissioner or his designee.

Inmates in medium security who are approved for an emergency escorted furlough shall be escorted by at least two correctional staff members. One of the staff members must be a correction officer, and one must have deputy sheriff powers. Inmates in minimum security or pre-release status shall be escorted by a correctional officer or staff member with deputy sheriff powers.

Any questions regarding furloughs may be directed to the Furlough Unit in Central Office. The Division of Staff Development offers a half-day training class on furloughs. Attendance at this class is encouraged to obtain more information on this subject.

Information is also available in the Classification Manual and 103 CMR 463, Furloughs.

### PRE-RELEASE

Under the Massachusetts General Laws, Chapter 127, section 49, inmates who are within 18 months of parole eligibility or release are eligible for consideration to participate in education and work release in the community. Participation in these programs must be approved by the Commissioner through the classification process. Inmates who have been approved for community release are said to be on "Pre-Release" status, the lowest level of security in the Department of Correction.

If your facility has a pre-release or community work-release program you will probably be receiving state inmates from the Department of Correction who have already been approved for pre-release status. This can be ascertained by reviewing the most recent classification report for the appropriate recommendation, and the subsequent approval by the Commissioner.

If your facility also has state inmates who are on medium or minimum security status, you may at some point wish to have them approved for Pre-Release status providing they meet the eligibility requirements, and are deemed suitable by your facility. By statute, in order for an inmate to be approved for Pre-Release he must be interviewed by a Classification Board consisting of five correctional staff members, at least two of whom must be Correction Officers. This Board must also have access to the inmate's record. Subsequent to approval for Pre-Release by the Classification Board, the recommendation must be submitted to the Commissioner's Office for final approval. For additional information, refer to the Classification Procedures Manual which deals with Subsequent Classification.

Massachusetts General Laws also provide for additional hours of release time to allow Pre-Release status inmates to participate in program related activities (P.R.A.). The types of activities that are allowable as P.R.A. release are limited to: Therapeutic Services, including counseling and substance abuse programs; Health Services, such as dental or medical care; meals in conjunction with





education, training, or employment release programs; Religious Services; Legal Services including access to law libraries; obtaining articles and services necessary for participation in education, training, or employment programs; structured recreation activities; study and research related to an education or training program; reintegrative activities with approved sponsors; volunteer projects.

The maximum weekly number of P.R.A. hours that a pre-release inmate is eligible for is dependent upon the time remaining until his Parole Eligibility or discharge date as follows: 9 to 18 months, 8 hours per week; 6 to 9 months, 12 hours per week; 3 to 6 months, 16 hours per week; and less than 3 months, a maximum of 24 hours per week. No P.R.A. release shall be permitted between the hours of 10:00 p.m. and 6:00 a.m. and no P.R.A. release shall be granted for a period longer than eight (8) consecutive hours.

For additional information on Program Related Activity, consult M.G.L. Chapter 127, section 49 and M.G.L. Chapter 124, section 1, and also refer to Department of Correction policy 103 DOC 466. A training class entitled "Pre-Release Issues" is also available via the Division of Staff Development.

### OUTSIDE UNDER SUPERVISION (O.U.S.)

Outside Under Supervision or O.U.S. is the temporary release of an inmate from the confines of the institution to provide a service under the escort of a staff member. O.U.S. can be divided into two categories: On grounds O.U.S. and off grounds O.U.S. On grounds O.U.S. is the release of an inmate from the actual confines of the institution but remaining on the grounds of the facility to provide a service (i.e. washing cars). Off grounds O.U.S. is the release of an inmate to an area off the grounds of the facility to provide a service (i.e. painting a local school building). State inmates shall not be placed on either on-grounds or off-grounds O.U.S. without the specific written permission of the Commissioner of Correction or designee.

Restrictions exist for inmates who are serving a sentence for violation of or attempting to commit any crime against chastity, morality, decency, rape, rape of a child and assault with intent to commit rape for off grounds O.U.S. (refer to M.G.L., Chapter 127, s90A) These inmates may not be authorized for off-grounds O.U.S.

In instances where a state inmate has received approval from the Department of Correction for off grounds O. U.S. it is important to note that individual releases must be phoned to the Office of the Associate Commissioner of Operations at least 24 hours in advance of the scheduled release. Such notifications shall include: the date of the planned release, time, reason, destination, length of time, inmate(s) name(s), commitment number, and escorting officer(s) names.



## SENTENCE COMPUTATION

Inmates who are serving state prison sentences are sentenced to MCI-Cedar Junction. Sentences other than life sentences have expressed minimum and maximum terms on their mitts; i.e., not less than 3 years, not more than 5 years.

Parole eligibility on state prison sentences is dictated by M.G.L. Chapter 127, section 133. Briefly stated, sentences imposed for non-violent offenses must serve one-third of the minimum term to parole eligibility and not less than one year. Violent offenses must serve two-thirds of the minimum term and not less than two years.

Parole eligibility on Concord and Framingham sentences is governed by Parole Board policy based on two factors: 1) length of sentence and 2) the absence or presence of a history of prior adult incarcerations. This is more fully explained in the Department of Correction Sentence Computation Manual, especially as regards the Parole Board's definition of a prior incarceration.

Statutory good conduct credits are applied to state sentences exactly as they are to House of Correction sentences, with the same exception such as sex offenses and the Bartley-Fox Gun Law.

Chapter 127, section 129 A,C,&D earned good time, camp time and blood donations are applied to the maximum term and Good Conduct Discharge date on Concord or Framingham sentences. For Cedar Junction sentences this earned good time is applied to the minimum term, maximum term and the G.C.D. date. The parole eligibility date of Cedar Junction sentences may be reduced by one-third or two-thirds of these credits depending on the type of offenses.

The Sentence Computaton Manual and DOC 103 CMR 410 Sentence Computation Policy cover date computation in detail. The Department of Correction Training Academy offers date computation classes at two levels: Introductory and Advanced.

Instructions for the submission of Chapter 127 section 129 A,C,& D credits for approval are contained in the Department of Correction Records Procedures Manual and the Department of Correction 103 CMR 411.00 Deductions from Sentence Policy.

Questions regarding date computation and the application of good conduct credits may be directed the Date Computation Specialist in the Department of Correction Central Office.

## CITIZEN/DEPARTMENT OF CORRECTION PETITIONS

A citizen initiated petition is a request by a citizen for notification of an inmates temporary or permanent release from custody.

The Department of Correction initiated petition is a request by a correctional employee, with the Superintendent's approval, in behalf of a private citizen for notice to the citizen of an inmates' temporary or permanent release from custody.





Both of these types of petitions are administered through the Criminal History Systems Board. These petitions are highly confidential and inmates may not be notified of their presence. The lodging of such petitions is noted on the warrant chronology in the Legal section of the inmates DOC folder. The petition itself may be found in both the inmates file and mittimus.

The basis of these petitions is to give private citizens notice of an inmates' release via final discharge, parole, escape, furlough, escorted furlough, work release, escape, or release on a program related activity. The citizen must also be notified if the inmate is transferred from a higher security facility to a minimum security facility or is involved in a work program off the grounds of the correctional facility.

A permanent record of notifications to citizens shall be maintained by the facility having custody of the inmate. Notifications will normally be made in writing, however, when time does not permit, a phone or verbal notification may be made followed by a written notification.

Additional information regarding these petitions can be found in DOC policy, 103 DOC 407, Citizen and DOC Initiated Petitions and the Records Manual. Specific questions should be directed to the Central Office Records Supervisor for the Department of Correction.

### **CRIMINAL OFFENDER RECORD INFORMATION**

The information contained within a state inmates case folder is generally referred to as CORI. Dissemination of this information is controlled by state law.

The information contained within the folder or pertaining to the inmate should only be given to authorized agencies or individuals. These agencies are generally related to the criminal justice system. Inmates, their attorneys, paralegals, law students, or other third parties may have access to CORI upon making proper application and with the CORI subjects permission.

Information should not be given to unauthorized individuals or agencies. A complete listing of approved agencies is available in the DOC Records Manual.

Applicable DOC policies pertaining to this area are 103 DOC 153, CORI and 103 CMR 157, Evaluative Information. These policies and the Records Manual should be consulted for more information and prior to any dissemination of information. An inservice training program is available at the Division of Staff Development.

### **RELEASE PROCEDURES**

A Certificate of Discharge results from the deduction of statutory good conduct credits from the maximum date per chapter 127, section 129.

A Certificate of Release is issued for sentences which do not receive statutory deductions per Chapter 127, section 129 (i.e. sentences less than 4 months, sex offenses, mandatory terms, etc.)



A request for either a Certificate of Discharge or Release shall be submitted to the Department of Correction Central Office Date Computation Specialist at least thirty days prior to the inmates' projected release date, including all earned good-time, camp, and blood donation deductions.

No state inmate shall be released via Certificate of Discharge or Certificate of Release until such release has been authorized by the Department of Correction. Further information may be obtained from the Sentence Computation and Records Manuals. Specific inquiries should be directed to the Date Computation Unit in the Central Office of the Department of Correction. The information contained within this area of this booklet does not apply to any releases via parole that the Parole Board may authorize.

### **TERMINATION REPORTS**

If a state inmate is returned to a Department of Correction facility because of disciplinary problems, enemy situations, medical or mental health issues, it is necessary to notify the receiving institution of the details surrounding the return. This information will be used to assist the Receiving Institution in making decisions about appropriate housing for the inmate, as well as resources to address the inmate's special needs.

In order to ensure that this information is communicated, a completed Termination Report/Transfer Summary shall accompany all returns of this nature. A sample of this document can be found in the Classification Procedures Manual. This report should be attached to the inmate's institutional folder at the time of the inmates return to the Department of Correction. A copy is also forwarded to the Transfer Coordinator in the Department of Correction Central Office.

For additional information, consult the Classification Procedures Manual, Procedural Statement 420-02, Transfers to Higher Security.

### **ESCAPE PROCEDURES**

All counties shall adhere to the Department of Correction Escape Policy: **103 DOC 550**. This shall only apply to state inmates who escape from county custody.

Escapes from confinement and custody are covered under Massachusetts General Laws, Chapter 268 section 16 and Chapter 127 section 49 (work release).

Any questions regarding escape or apprehension procedures may be directed to the Apprehension Unit. A relevant class entitled "Escape and Apprehension Procedures" is available via the Division of Staff Development.

The following procedure shall be followed when an inmate is placed on escape status:

- 1. Notification**

- (A). During normal duty hours (Monday-Friday 9:00 a.m. - 5:00 p.m.) the respective county shall notify the Massachusetts State



Police at 1010 Commonwealth Avenue, Boston (617-566-4500) Communications Section. All available information regarding the inmate and the circumstances of the escape shall be reported to the State Police. This information is necessary to enter the subject into the L.E.A.P.S. and N.C.I.C. computer. It is mandatory that all state inmates be entered into the computer system, as the Department of Correction will rendite all inmates.

- (B). The county shall notify the local police departments where the inmate committed their offense and that of their last known address. If the inmate has a CORI A Petition lodged against them the county shall notify the local department where the petitioner resides.
- (C). Upon notification of the state police and local police the county shall contact the Department of Correction Apprehension Unit at 617-727-2180 (7:00 a.m. - 6:00 p.m.). All available information shall be reported to the Apprehension Unit which includes background of inmate, circumstances of escape and all other pertinent data.
- (D). The county shall immediately notify a CORI cleared petitioner of the escape and document such notification.
- (E). During non-duty hours the county shall follow paragraphs A, B, and D. After normal working hours, weekends and holidays the county shall notify the Department of Correction Duty Officer. This may be accomplished by calling MCI-Concord at 617-369-3220 or 617-727-1950. Counties shall report all available information to the duty officer including CORI issues. The Apprehension Unit shall be notified of the escape on the next business day.

## **(2). Warrant Process**

- (A). After completing the initial notifications the county shall be responsible for making application for a complaint for escape at the presiding court.

Escapes from confinement and furlough are covered under M.G.L. Chapter 268 Section 16. Work Release escapes are covered under M.G.L., Chapter 127, Section 149.

- (B). Upon issuance of the escape warrant the county shall record the warrant number and immediately notify the Apprehension Unit of same.
- (C). The original escape warrant and a certified copy of the complaint for escape shall be forwarded to the Department of Correction Central Transportation Unit located in Norfolk, Massachusetts. The inmate's mittimus and 6 part folder shall also be forwarded to the Central Transportation Unit with the warrant and complaint.





- (D). The Department of Correction Central Transportation Unit will be responsible for notifying the state police of the felony warrant number.
- (E). Upon complete notification of the above units the Department of Correction will assume responsibility of the investigation and apprehension of the escaped inmate.

**(3). Cancellation of Escape**

- (A). Upon apprehension of the escaped inmate it will be the responsibility of the Department of Correction Central Transportation Unit to cancel the escape with the state police and other concerned parties. An inmate is not taken off escape status or removed from the computer until they are returned to Massachusetts custody.
- (B). The Department of Correction will be responsible for all rendition/extradition proceedings of state inmates.
- (C). The Department of Correction will contact the respective county facility of subject's apprehension and subsequent return.

If the county locates or arrests the escapee, they shall be responsible for notifying the Apprehension Unit and/or Duty Officer during non-duty hours. The Department of Correction will make arrangements to return the inmate to state custody.

**(4). Prosecution**

- (A). The respective county will be responsible for prosecuting the escapee under the appropriate chapters of the Massachusetts General Laws.
- (B). The Department of Correction Apprehension Unit will provide assistance in the prosecution of the inmate when requested.

The following phone numbers and addresses are provided regarding escapes and apprehensions:

Department of Correction Apprehension Unit  
100 Cambridge Street  
Boston, MA 02202  
617-727-2180 (7:00 a.m. - 6:00 p.m., M-F)

Department of Correction Central Transportation Unit  
P. O. Box 43  
Norfolk, MA 02056  
617-727-9263/4614 (7:00 a.m. - 7:00 p.m., M-F)

Department of Correction Duty Officer  
C/O MCI-Concord  
617-727-1950 or 617-369-3220  
(After 5:00 p.m. - Before 9:00 a.m. M-F)  
(All Weekends and State Holidays)





Massachusetts State Police, Communications  
1010 Commonwealth Avenue  
Boston, MA  
(617-566-4500 - Communications)  
(24 Hours A Day)

### DIVISION OF STAFF DEVELOPMENT

The Department of Correction Division of Staff Development, also known as the Training Academy, offers both In-service and Basic Training to Department, County, and outside agency employees at the central Medfield location and many other regional sites.

The overall objective of this division is the enhancement of professionalism through effective training. Training enables correctional employees to improve their skills, knowledge, and performance which have direct application to their present or future job assignment.

#### Training Available:

- (A). In-Service Training - Training is offered on an on-going basis which focuses on specific job related topics.
- (B). Basic Training - A course of prescribed training for newly hired security personnel that introduces the basic skills for working in a correctional setting.

Quarterly Course Catalogues are sent to Sheriffs, Classification Staff, and training officers at each county facility. Many of the topics covered in the DOC Information Handbook For County Personnel are offered through training with the Division of Staff Development. You are encouraged to pursue your training needs by referring to the D.O.C. Course Catalogue available through your training officer.

Requests for any training shall be submitted to your training officer and you will be notified by that person as to whether your training request was fulfilled. If you are unable to attend a class for which you are registered, please notify your training officer, who will in turn notify the Department of Correction Training Academy.

The Training Academy also offers a course on becoming a Certified Criminal Justice trainer. Any county employee interested in becoming a trainer is welcomed and encouraged to attend this course.

If you have an area of expertise you are willing to train others in, you are encouraged to contact the Training Academy for further information.

Any questions regarding training may be directed to the Medfield Training Academy at 727-5911.



## **CREDITS**

This handbook was made possible by the efforts of the the following Department of Correction personnel:

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